



MILWAUKEE COUNTY PARKS – ORGANIZED SPORTS - 9480 WATERTOWN PLANK ROAD, WAUWATOSA, WI 53226  
PHONE (414) 257-8030 - FAX (414) 257-8044 - [www.countyparks.com](http://www.countyparks.com)

## **2016 Athletic Field Permit Policy & Procedures** **Leagues & Single Game Users**

Before you make your athletic field reservation, please review the Policy and Procedures document for rentals within Milwaukee County Parks. Permits are subject to all local municipal and county ordinances, in addition to all rules and regulations governing parks and parkways, and can be terminated immediately at the discretion of local law enforcement authorities and/or the Milwaukee County Parks Department, if the terms of the application are misrepresented, violated or when public safety is threatened. Cancellation of the permit for cause will result in forfeiture of all fees.

**SCHEDULING:** Many of our sports fields are available for reservation on a first come first serve basis. Please refer to our website for a complete listing of locations and field information. Please note, some specified fields might have agreements in place with groups and may not be available during peak season.

All non-county run leagues (not including Soccer Leagues) that used athletic fields in 2015 will have the first priority to reserve the same fields for 2016. If you are a returning group for Spring/Summer Session, please complete the application and return it with full payment by January 29, 2016. If you are a returning group for Fall Session, please complete the application and return with full payment by July 31, 2016. Groups who fail to return their application and fee by these dates forfeit their field use renewal rights. Beginning February 1, 2016, field rental requests from **new groups & single game users** will be accepted and processed on a first-come, first served basis.

No games or practices will be scheduled prior to April 1, 2016. Non-County run leagues will NOT be scheduled prior to April 25, 2016. All fields will be closed for the season on or before November 1, 2016 (weather depending). Games or tournaments will not be scheduled with less than ONE (1) week notice. Telephone reservations for athletic fields (games & practices) are accepted.

**LEAGUE PLAY:** This option is for organizations looking to coordinate a league utilizing county fields with at least six (6) or more teams. Fees are based on a one time League Sanction Fee in addition to a per hour usage per field per date. League play is modeled after County Parks programmed Adult sports leagues. Any questions regarding qualification for league play should be directed to the sports office.

**PRACTICE PERMITS:** Practice Permits can be obtained within a seven (7) day rolling schedule of desired date. It is strongly recommended that practice permits be obtained to insure access and availability of fields. Do not include pre-season practice dates with your schedule of games.

**FEE INFORMATION:** Payment will be charged **IN FULL** to your account upon verification of rental. Acceptable payments over the phone include: MasterCard, American Express, Discover and Visa. You may also make payments in person at the Public Services office during open hours Monday – Friday, 8 am - 4:30 pm. If paying by check, payment must be submitted at least 2 weeks prior to the rental date and it should be written to the order of the Milwaukee County Treasurer. **100% of all fees must be received prior to use date.**

**CANCELLATION / REFUND POLICY:** If your cancellation is received in writing within:

- 24 hours of making your initial reservation, you will receive a full refund
- 60 days or more prior to the scheduled rental, you will receive a full refund minus our processing fee
- Between 60 to 30 days prior to the scheduled rental date, you will receive a 50% refund
- Less than 30 days prior to the scheduled rental date, you will receive no refund

**CANCELLATION BY PARKS:** Milwaukee County Parks reserves the right to cancel, reschedule, or relocate any rental if rental facility is not in playable condition. Every attempt possible will be made to avoid any and all inconveniences to customers. Groups who fail to follow field condition decisions could be charged for damages regardless if permits are taken out. In the event of a cancellation during the week, please visit our website under the Field Conditions tabs. If computer access is not available, you may call the sports office (414) 257-8030 Monday-Friday after 4:00pm. For weekend rentals, park personnel will be in direct contact with the permit holder at least two (2) hours prior to start of rental. At any time, please refer to your permit for specific Operations contact information.

**INCLEMENT WEATHER:** Milwaukee County Parks reserves the right to cancel or postpone any activities due to weather, unsafe playing conditions or any other reasons that might endanger the safety of the players or public. In the event of inclement weather, some rental fees can be refunded or activities can be rescheduled to a later date. If parks operations must cancel the event due to reasons caused by renters or participants, no rental fees will be refunded.

If any game/practice is rained out during the season, it is the responsibility of the permit holder to notify the sports office of the rain make-up date **no later than 48 hours after** cancellation. If no notification is made, groups will be charged an additional fee for rescheduling. If rescheduling is not possible, a credit will be issued to the permit holder for any future rentals within the Milwaukee County Parks.

***No refunds will be given to any group after the season is completed that were not re-scheduled.***

**Please note, no more than 4 bags of diamond dry product will be applied to any field at any time to alleviate standing water or other weather related issues. Any more than this can risk permanent damage to fields and will not be used under any circumstances.**

**SPECIAL EVENT PERMITS:** A Special Event Permit is required for ALL outdoor races, walk/runs, public meetings/events, events with amplified sound/speaker system, downtown park space or similar events on parks property that are not designated as athletic fields or picnic areas. For more information, please contact the Special Event Office at (414) 257-4503 or visit our website at [www.countyparks.com](http://www.countyparks.com).

**CLEAN-UP:** All groups using the Milwaukee County Parks facilities are expected to leave the area(s) in the same condition in which it was found. Groups who fail to clean area could be charged for excessive clean up. It is the responsibility of the permit holder to make sure these areas are cleaned up. All responsibility will fall on the named permit holder.

**PARKING:** Park patrons must use parking lots or designated street parking. There is absolutely NO PARKING allowed at field sites or areas designated "NO PARKING." There is absolutely no vehicle allowed on park walkways or grass for any reason. Vehicles will be reported to the Milwaukee Sheriff's Department and/or the proper local authorities and are subject to be ticketed and towed at the owner's expense.

**ALCOHOL:** Is not permitted in any park or parkway unless a valid permit is issued by the Department of Parks.

**PERMITS ISSUED MUST BE PRESENT ON-SITE AT ALL TIMES**

# Athletic Field Permit Fees

**LEAGUE PLAY**- League play is for organizations looking to coordinate a league utilizing county fields with at least 6 or more teams and fees are based on a one time League Sanction Fee in addition to a per hour usage per field per date. \*\*Soccer and Multi-Purpose Use leagues **MUST** pay a \$25.00 weekly lining fee in addition to league sanction and hourly rate\*\*

**League Sanction Fee**

6-12 Teams	\$425.00
13-18 Teams	\$525.00
19-24 Teams	\$675.00
25-30 Teams	\$775.00
31-36 Teams	\$900.00
37-42 Teams	\$1,000.00
43 & Over Teams	\$1,200.00

**Hourly Fee Rates**

Standard Fields (Baseball & Softball)	\$17.00/hour
Primary Baseball & Softball Fields	\$20.00/hour
Soccer/Multi Purpose Fields	\$17.00/hour

**Weekly Lining Fee- (Extra Fee + Hourly rate)**

Soccer/Multi-Purpose Fields	\$25.00/week
-----------------------------	--------------

**Scoreboard Fee**

All fields	\$30.00/day
------------	-------------

**Light Fee- (Extra Fee + Hourly rate)**

All fields with Lights	\$11.00/hour
------------------------	--------------

**SINGLE GAME PLAY**- All single game reservations have a time limit of 2.5 hours. All locked gates on fields will be open (1) hour prior to start times. Please list actual start times on application. Tax is included in prices below.

**Standard Field** daytime- \$70.00  
with lights- \$85.00

**Primary Field** daytime- \$100.00  
with lights- \$115.00

**Extra Fees:** Scoreboard Fee- \$15.00/game  
Initial Field Lining Fee- \$125.00 (For soccer, football, rugby) if field is not already painted

**Primary Fields** include Lincoln (Aaron), Zablocki (Harden), Rainbow (Kuenn), KK Sports (Simmons), and McCarty (Zirkel)  
**Standard Fields** include the remainder of fields within the Milwaukee County Parks

**PRACTICE PERMITS**- Practice Permits can be obtained within a seven (7) day rolling schedule. No practice permit will be issued prior to any games scheduled. Practices on lighted fields are subject to field availability and staffing. Practices secured are guaranteed bases and primary use of field during specified hours listed on permit.

Adult & Youth (no lights): \$12.00 per hour

Adult & Youth (lights) \$30.00 per hour

